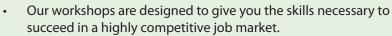
Workshops

December 2017



★ Provo Employment Center 1550 N. 200 W. • Provo, UT 84604 801-857-5087 - Chris Cook



- No-cost workshops are open to all job seekers.
- Register at jobs.utah.gov, or speak with an employment counselor.
- Workshops start on time. Late-comers will be asked to reschedule.



Job Seeking Skills		
RESUMÉ WRITING & COVER LETTERS:		
None		
INTERVIEWING SKILLS:		
None		
JOB SEARCH STRATEGIES:		
None		
EMPLOYMENT ESSENTIALS:		
Dec 7 Dec 18	9:00 AM-12:00 PM 9:00 AM-12:00 PM	
*LINKEDIN #1:		
None		
*LINKEDIN #2:		
None		

RESUMÉ WRITING & COVER LETTERS: Learn how to write and design a cutting-edge resumé and cover letter or power up a current resumé to get that interview. This workshop is designed for customers who are ready to write a resumé and start actively job searching.

INTERVIEWING SKILLS: Learn to be confident in an interview. research employers, market your skills and answer questions to enhance interview effectiveness.

JOB SEARCH STRATEGIES: Learn tools and tips to navigate a successful online job search, including use of electronic job boards, online applications and sending or posting resumés. Basic computer skills required.

EMPLOYMENT ESSENTIALS: Learn strategies and tips to develop better job searching skills, skills identification, networking, resumé writing and interviewing skills.

LINKEDIN #1: Learn how to sign up, complete and make your profile effective. We will teach what experts look for in a good profile. *Prerequisite — must have basic computer and Internet navigation skills. Register first, as computers are limited.

LINKEDIN #2: Learn how to find and connect to others that can help you in your career. Find networking opportunities, get introductions, personal brand management and job search.

*Prerequisite — must have a current LinkedIn account and complete profile or have attended LinkedIn #1. Register first, as computers are limited.

continued



Equal Opportunity Employer/Program

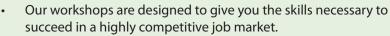
Auxiliary aids and services are available upon request to individuals with disabilities by calling 801-526-9240. Individuals with speech or hearing impairments may call the Relay Utah by dialing 711. Spanish Relay Utah: 1-888-346-3162.

jobs.utah.gov

WorkshopsDecember 2017

December 2017 (continued)

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Life Skills		
ASSERTIVE COMMUNICATION:		
None		
FOOD SENSE - USU EXTENSION:		
Dec 21	11:00 ам-12:00 рм	
FINDING HEALTHY RELATIONSHIPS - HOW TO AVOID A JERK OR JERKETTE:		
None		
STRENGTHENING THE COUPLE RELATIONSHIP:		
None		
PARENTING WITH LOVE AND LOGIC:		
None		

ASSERTIVE COMMUNICATION: Learn communication styles, how to be direct, listening skills, expressing thoughts and feelings, personal rights, how to power up your language in interviews, conflict management and positive and negative feedback strategies.

FOOD SENSE - USU EXTENSION: Healthy Eating on a Budget. Learn how to make a food budget last all month long, plan and create a menu, shop from a list, save money on food and eat healthy. Food demonstration provided to learn how to prepare food in an easy, quick and healthy way.

FINDING HEALTHY RELATIONSHIPS - HOW TO AVOID A JERK OR JERKETTE: For singles of all ages—participants learn steps to building a high-quality, long-lasting relationship.

STRENGTHENING THE COUPLE RELATIONSHIP: Designed for couples in committed relationships—learn to understand one another's differences, increase trust and dependability and develop a deeper commitment.

PARENTING WITH LOVE AND LOGIC: Learn how to raise responsible children and have more fun—topics include ending power struggles, teaching responsibility, setting limits and preventing arguments, problem solving and completing chores without conflict.

